

76 04319

CITY OF BERKELEY  
Department of Public Works

APPLICATION FOR CONDOMINIUM

This subdivision is a Condominium containing two or more units as defined in Section 783 of the Civil Code.

*no slip*  
*Housing Cooperative*  
*Berkeley*

11. This is a (New Condominium); (Condominium Conversion).
12. The Condominium contains \_\_\_\_\_ units.
13. Street address: \_\_\_\_\_
14. Record Lot(s) - Block(s) - Tract(s): \_\_\_\_\_
15. Assessor's Book(s) - Page(s) - Parcel(s): \_\_\_\_\_
16. Owner's Name: \_\_\_\_\_
17. Owner's Address: \_\_\_\_\_
18. Owner's Telephone Number: \_\_\_\_\_
19. Subdivider's Name: \_\_\_\_\_
20. Subdivider's Address: \_\_\_\_\_
21. Subdivider's Telephone Number: \_\_\_\_\_
22. Civil Engineer or Land Surveyor's Name: \_\_\_\_\_
23. Civil Engineer or Land Surveyor's Address: \_\_\_\_\_
24. Civil Engineer or Land Surveyor's Telephone Number: \_\_\_\_\_
25. Number of buildings containing the units: \_\_\_\_\_
26. Type of construction: \_\_\_\_\_
27. Number of floors per building: \_\_\_\_\_
28. Number of units per building: \_\_\_\_\_
29. Floor Area: Area per floor of building \_\_\_\_\_  
Total area per building \_\_\_\_\_
30. Clearances: Clearances from building to property line \_\_\_\_\_  
Clearances from building to other buildings on site \_\_\_\_\_
31. Describe type of car storage (such as garage, carport or open): \_\_\_\_\_

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BERKELEY, CA 94720




22. Are there any common areas? Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
23. The Final Subdivision Map will contain a detailed plan of the air space division: Yes No
24. The detailed plans will be in exhibit form attached to the Conditions, Covenants, and Restrictions: Yes No
25. If the answer to Question 24 is Yes, will an attorney be retained to coordinate the Condominium detail plan with the Conditions, Covenants and Restrictions: Yes No
26. Is there proposed excavation and grading: Yes No
27. Is there proposed utility construction: Yes No
28. Is there proposed sanitary or storm drain construction: Yes No
29. Is there proposed demolition: Yes No
30. Other proposed improvements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
31. Proposed improvements should be completed within \_\_\_\_\_ months after the approval of this subdivision.
32. The fire hydrant is \_\_\_\_\_ feet from the farthest proposed unit.
33. Is there a proposed tree planting plan: Yes No
34. What are the proposed set-backs for buildings? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
35. What provisions are planned for drainage of surface water and flood control? Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
36. What are the provisions for sewage disposal? (Common lateral with clean-out at curb; separate laterals in a common utility corridor) describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
37. Are there any variances requested in conjunction with this application?  
Yes No Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



38. Will passages or driveways of sufficient size to permit entry of fire-fighting equipment to all buildings and areas be provided?

Yes                      No

_____	Owner	_____	Applicant
_____	Owner	_____	Title
_____	Owner	_____	Firm
_____	Owner	_____	Telephone



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STANDARD CONDITIONS TO BE APPLIED  
TO THE APPROVAL OF  
CONDOMINIUM SUBDIVISION CONVERSION

1. The subdivision public report shall stipulate that the closing of the sales for the units is conditioned upon the sale of 50% of the units in the project.
2. The subdivision public report shall stipulate that sales of units are subject to occupancy by the existing tenant for 120 days from the date of issuance of the subdivision public report.
3. Within 5 days of the date of issuance of the subdivision public report, existing tenants shall be notified by the subdivider of the following:
  - 1) the date of issuance of the subdivision public report
  - 2) the right of occupancy for a period of 120 days from the date of issuance of the subdivision public report
  - 3) that no repair or remodeling activity will begin until at least 30 days after the date of the issuance of the subdivision public report, or the date of the letter of notification, whichever is later.

Copies of said notice shall be forwarded to the City of Berkeley Planning Department at the time the notice is given to the tenants.

4. The building or buildings involved shall be brought into conformance with the Plumbing, Electrical, Housing and Uniform Building Codes, as such codes apply to existing buildings, prior to the approval of the final map.





5. A copy of the Conditions, Covenants and Restrictions shall be filed with the Department of Public Works.
6. The final map shall show all common areas and usage of the building and grounds and conform to the provisions of the Berkeley Subdivision Ordinance.
7. Plans of the interior division of the building showing both horizontal and vertical boundaries of all units shall be provided so that deeds can be written therefrom without ambiguity as to location. These interior division plans may be in the form of attachments to the Conditions, Covenants and Restrictions and recorded therewith. If they are in attachment form, a copy thereof is required to be filed with the Department of Public Works.



SUPPLEMENTAL INFORMATION REQUIRED FOR FILING APPLICATION  
FOR TENTATIVE MAP APPROVAL, CONDOMINIUM SUBDIVISION

- (a) Copies of the proposed Declaration of Covenants, Conditions and Restrictions may be required during the course of consideration of the map.
- (b) In the case of an existing building proposed for conversion to condominium application shall be made to the Inspection Services Department for an inspection and report on the general condition of the building, listing all code violations and the estimated cost of repairs or corrections to bring said building into compliance to the uniform building, the plumbing, housing and electrical codes. Said report to be completed and submitted with the application for tentative map approval.
- (c) Proposed floor and site plans for the building or buildings shall be submitted with the application for tentative map approval.
- (d) Tenants must be informed of plans for conversion and the approximate asking price, prior to the public hearing.
- (e) Maps for four or fewer units may be considered for administrative approval, under the provision of Section 6.0 (c) of the Subdivision Ordinance. The information required is the same for both a map to be processed administratively and a map requiring approval of the Planning Commission and City Council.





CONDOMINIUM CONVERSION QUESTIONNAIRE

LOCATION: \_\_\_\_\_

DEVELOPER/OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

1. REASON FOR CONVERSION: \_\_\_\_\_  
\_\_\_\_\_

2. UNDER PRESENT OWNERSHIP WAS PROPERTY EVER PUT ON THE MARKET FOR SALE  
AS RENTAL PROPERTY? YES \_\_\_\_\_ NO \_\_\_\_\_

3. NUMBER OF TIMES LISTED: \_\_\_\_\_

4. ASKING PRICE(S): \_\_\_\_\_

5. WHEN WAS THE BUILDING CONSTRUCTED? \_\_\_\_\_

CONVERSION DATA

1. WHAT IS THE ESTIMATED COST OF REFURBISHING THE BUILDING? (if any) \_\_\_\_\_  
\_\_\_\_\_

2. ESTIMATED ANNUAL EXPENSES:

UTILITIES \_\_\_\_\_ WATER \_\_\_\_\_

GARBAGE \_\_\_\_\_ INSURANCE \_\_\_\_\_

ELEVATOR \_\_\_\_\_ MANAGEMENT \_\_\_\_\_

MAINTENANCE & REPAIR \_\_\_\_\_ LICENSE & FEES \_\_\_\_\_

3. NUMBER OF PRESENT TENANTS PLANNING TO PURCHASE, IF KNOWN \_\_\_\_\_

4. ARE YOU ASSISTING PROSPECTIVE BUYERS WITH FINANCING? YES \_\_\_\_\_ NO \_\_\_\_\_

5. IF YES, THROUGH WHAT TYPE OF LENDING INSTITUTION: \_\_\_\_\_  
\_\_\_\_\_

6. WILL YOU ASSIST TENANTS IN RELOCATING, IF SO, HOW? \_\_\_\_\_  
\_\_\_\_\_





# CONDOMINIUM CONVERSION QUESTIONNAIRE

UNIT NUMBER	FLOOR LEVEL	FLOOR AREA	BEDROOMS/BATH	PRESENT RENT	ESTIMATED RENT IF CONTINUED AS RENTAL	ESTIMATED SALES PRICE (ASKING PRICE)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						



# CONDOMINIUM CONVERSION QUESTIONNAIRE

7. DOES RENT INCLUDE UTILITIES? \_\_\_\_\_

UNIT NUMBER	HOUSEHOLD MAKEUP	LENGTH OF OCCUPANCY	TYPE OF TENANCY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			



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